City of Chicago

Festival and Athletic Event Permits

User Guide [Ver. 2.0]

Festival and Athletic Event Permits

Contents

Festival and Athletic Event Permits

Festival and Athletic Event Permits

To manage your account, sign in using your credentials.

Festival and Athletic Event Permits

Create a new permit

- Click the 'Create New' drop-down
- Select 'Permit Application'

| Eric Tester ▾ | WINSTON TOWERS CONDO... ▾ | Permits ▾ | 811 ▾ | Trade Licenses ▾ | AIC | Documentation | | Cart (2) |

Home

Home
Search Permits
Create Permit

Click 'Permits'

≔ Dashboard

Select 'Create Permit'

Search...

Search   Advanced Search   Select Items To Pay

CDPH Asbestos / Demolition NOI	ENVGEN1900804 ⧉
Status:	Pay Fees
Due:	
View App:	test

Outdoor Dining	DOT1900003 ⧉
Status:	Application Checks
Due:	
View App:	Jon's restaurant

Elevator License	BEVS203698 ⧉
Status:	License Active
Due:	
View App:	BEVS203698

Festival and Athletic Event Permits

Select Application Type

- Select 'Festival and Athletic Event Permits'

DOT SE	DOT SE	DOT SE
DCASE Farmers Market Registrations	**DCASE Festival and Athletic Event Permits**	**CDOT Filming Permits**
This application process handles registrations for Farmers Markets, which is required of all Farmers Markets. A permit is required for markets which include one or more of the following: located on public property (City streets, sidewalks, etc.), serves alcohol or serves prepared food and/or merchandise. If so, please click on Festival and Athletic Event Permits below.	A Festival / Athletic Event Permit Application is required for outdoor events that have one or more of the following: street(s) will be closed, food will be served on City streets/sidewalks, alcohol will be served, have a tent(s) over 400 sq. ft. or a stage(s) over 2 ft. tall. Indoor Special Events are permitted through the Department of Business of Affairs and Consumer Protection (BACP). Click here to visit the BACP website for additional information.	Apply for Filming Permits. Select '**Festival and Athletic Event Permits**'
Let's get started	Let's get started	Let's get started

DOT SE	ENV AIR	ENV GENRL
CDOT Sidewalk Sales and Block Parties	**CDPH Air Quality Permit**	**CDPH Asbestos / Demolition NOI**
Apply for permit to use the public right of way for	Note – COO's for 2024 cannot be applied for until January 1, 2024. Please return to the site after January 1, 2024 if you are applying for a COO for	Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. Note that an Asbestos Abatement Notice is not

Festival and Athletic Event Permits

Festival and Athletic Event Description

Event Description

- Name of Event
- Description of Event

Home > Permits

DCASE Festival and Athletic Event Permits

Application Type — Event Description — Applicants — Main Point of Contact — Event Scope — Event Details — Documentation — Legal Agreement — Status

Enter the name and description of your Festival or Athletic Event.
*Required Information

Event Description

Event Name		
Event Type		
Start Date	Start Date	
End Date	End Date	
Description of Event	Description of Event	

Enter the name of your Event (required)

Select the 'Event Type' from the dropdown list. The options are Festival or Athletic Event

Enter event Start and End dates

Enter a description for your event

Previous Step Next Step

Select 'Next Step' button to proceed

Festival and Athletic Event Permits

Applicants

- Event Organizer
- Production Company

Event organizer is the only required applicant. Production Company is optional.

Festival and Athletic Event Permits

Event Organizer

- Selecting 'Add Event Organizer' button.

- Selecting an Event Organizer

Festival and Athletic Event Permits

Add New Contact

- Selecting the 'Add New Contact' button

- Your Event Organizer

Festival and Athletic Event Permits

Production Company

- Selecting 'Add Production Company' button

Search For Production Company

Enter a name to search on

Search by Name

*

This field is required

Click on the 'Search' button.

Close   Search

of contact that is organizing this event. If you are the Event Organizer click 'Add Me'. Otherwise click 'Add Event Organizer' to

---

Select Production Company

Contact

AMDUR PRODUCTIONS
Phone - (847)***-9600
HIGHLAND PARK IL 60035

Find your contact you want to add as Event Organizer and click on 'Select' button

Select

AMY AMDUR PRODUCTIONS
Phone - (847)***-9600
HIGHLAND PARK IL 60035

Select

Amdur Productions, INC
Phone - (847)***-4300
Email - a***********@gmail.com
Highland Park IL 60035

Select

Amdur Productions, Inc.
Phone - 1467
Email - a*****@aol.com
Highland Park IL 60035

Select

If you don't find your contact, you can select 'Add New Contact'.

Amdur Productions, Inc.
Phone - (847)***-4300
Email - a*****@aol.com

Select

Close   Search Again   Add New Contact

If you need assistance, please contact support for the appropriate department.

Festival and Athletic Event Permits

Add New Contact

- Enter New Production Company

Festival and Athletic Event Permits

Emergency Contacts

- Add Emergency Contact Information

DCASE Festival and Athletic Event Permits - Festival

Application Type — Event Description — Applicants — **Main Point of Contact** — Event Scope — Event Details — Documentation — Legal Agreement — Status
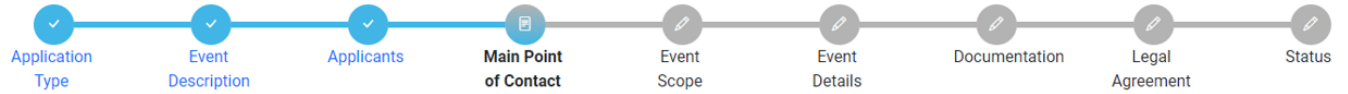
Provide the names and contact information of anyone that should be contacted in the event of an emergency.

*Required Information

Emergency Contact Information

Main Point of Contact *

Main Point of Contact		Phone	E-Mail

+ Add Main Point of Contact

Click the '+Add Main Point of Contact' button

Previous Step   Next Step

Festival and Athletic Event Permits

- Add Emergency Contact Information pop-up

- Click the 'Next Step' button to proceed

Festival and Athletic Event Permits

Event Scope

Home > Permits

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Application Type — Event Description — Applicants — Main Point of Contact — **Event Scope** — Event Details — Documentation — Legal Agreement — Status

Enter the scope of the event below, which includes information such as whether food and alcohol will be served. If this event will take place on park district property it is a requirement to apply for a permit through the park district website.

*Required Information

✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

The Application Number has been created

Special Event Scope

Will food be served at your event?	○ Yes ○ No	*
Will beer or wine be served at your event?	○ Yes ○ No	*
Are you selling spirits at your event?	○ Yes ○ No	*
Will you be selling merchandise at your event?	○ Yes ○ No	*
Is the event on public property?	○ Yes ○ No	*
Will amplified sound or a public address system be used?	○ Yes ○ No	*
Are you requesting a street closure, curb lane or sidewalk permit?	○ Yes ○ No	*
Are you erecting a tent over 400 sqft?	○ Yes ○ No	*
Are you erecting a stage/platform greater than 24 inches in height?	○ Yes ○ No	*
Will the event be held on park district property?	○ Yes ○ No	*

All Scope questions require a 'Yes' or 'No' response

Previous Step   Next Step

Festival and Athletic Event Permits

- When user answers 'Yes' to 'Will food be served at your event?', user will be asked to fill in how many vendors to expect.

Will food be served at your event? ● Yes ○ No ∗ When this question is answered with 'Yes', user will be expected to answer how many vendors

If yes, how many expected vendors? ∗

- When user answers 'Yes' to 'Will beer or wine be served at your event?', user will be asked to fill in how many expected vendors and how many serving locations.

Will beer or wine be served at your event? ● Yes ○ No ∗ When this question is answered with 'Yes', user will be expected to answer how many vendors and how many serving locations

If yes, how many expected vendors? ∗

If yes, how many expected serving locations? ∗

- When user answers 'Yes' to 'Are you selling spirits at your event?', user will be asked to fill in how many expected serving locations there will be

Are you selling spirits at your event? ● Yes ○ No ∗ When this question is answered with 'Yes', user will be expected to answer how many serving locations

If yes, how many expected serving locations?

- When user answers 'Yes' to 'Will you be selling merchandise at your event?', user will be asked to fill in how many expected vendors there will be

Will you be selling merchandise at your event? ● Yes ○ No ∗ When this question is answered with 'Yes', user will be expected to answer how many vendors

If yes, how many expected vendors?

- When user answers 'Yes' to 'Are you requesting a street closure for your event?', User will get additional questions to answer.

Are you requesting a street closure, curb lane or sidewalk permit? ● Yes ○ No ∗

Is there a Divvy Bike Station located within your street closure? ○ Yes ○ No ∗ When this question is answered with 'Yes', user will be expected to answer 'Yes' or 'No' to Divvy Bike Station or CTA bus service impacted

Will your street closure impact CTA bus service? ○ Yes ○ No ∗

Festival and Athletic Event Permits

Event Details

- +Add Location Information

Festival and Athletic Event Permits

- ▪ Add Location Information pop-up

- ▪ Click on 'Add Location Information' button when complete

Festival and Athletic Event Permits

Event Details

- Event Schedule

Home > Permits

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Application Type — Event Description — Applicants — Main Point of Contact — Event Scope — **Event Details** — Vendor Information — Documentation — Legal Agreement — Status

Enter the detailed information for this event. Please provide as much information as possible to assist in expediting the application review process.
*Required Information

Location Information

Location Information *

Location	Street Closure	Additional Information

+ Add Location Information

Special Event Information

DCASE Processing Fee:
Submitting a Special Event Application to DCASE fee starts at $100 (60 or more days out) and increases the closer you get to your event date. An application may be submitted up to 180 days prior to the event.

$100 (60+ days before event)
$200 (59-45 days before event)
$500 (44-37 days before event)
$1,000 (36-29 days before event)
$2,000 (28-21 days before event)
NO Applications are accepted less than 21 days before the event

Click the 'Add Event Schedule' button

Event Schedule *

Schedule Type	Date	Start Time	Stop Time

+ Add Event Schedule

Click on green + Add Event Schedule to add each event date and time. You must do this for EACH date of your event.

* indicates it's a required field

Current Event

Estimated Total Attendance   *

Festival and Athletic Event Permits

Event Schedule for a Festival

- Add Event Schedule
  - Click a date on the calendar

  - Enter the 'Start Time' and 'Stop Time'
  - Click 'Add Event Schedule'

Festival and Athletic Event Permits

Event Schedule for an Athletic Event

- Add Event Schedule
  - Click a date on the calendar

- Enter the 'Start Time', 'Stop Time' and Step Off Time
- Click 'Add Event Schedule'

Festival and Athletic Event Permits

Event Details
- Current Event

Current Event

Estimated Total Attendance	
Sponsoring Organization	
Phone Number / Website for Publication	
Is this a first-time event?	○ Yes ○ No ✳

Enter 'Estimated Total Attendance

Enter 'Sponsoring Organization

Enter Publication Phone Number / Website (optional)

Select option 'Yes' or 'No' for the question 'Is this a first-time event?'

* indicates it's a required field

Festival and Athletic Event Permits

Event Details

- Current Event
- Last Year's Event

Current Event

Estimated Total Attendance   *

Sponsoring Organization

Phone Number / Website for Publication

Is this a first-time event?   ○ Yes   ● No   *

Last Year's Event

Last Year's Location

Last Year's Total Attendance

Last Year's Date   MM/DD/YYYY

Last Year's Permit Number

Answering 'No' to 'Is this a first-time event?' will display 'Last Year's Event'. (All fields are optional

Festival and Athletic Event Permits

Event Details

- Community Outreach Plans

- Noise Control Plan

Festival and Athletic Event Permits

Event Details

- Waste Management Plan

- Service Providers

Festival and Athletic Event Permits

- Add Service Providers

Add Service Providers   ✕

Service Provider	[ ] ∨	*
	Ambulance/EMS Provider	
	Carnival Operator	
Contact Name	Portable Toilet Vendor	*
	Producing Agent	
	Propane Company	
	Security Company	
Phone Number	Type III Barricade/Traffic Management Company	*
	Waste Management Company	

Email Address   [ ]   *

                          Cancel   **Add Service Providers**

> Click on the down arrow to select a 'Service Provider' option

Add Service Providers   ✕

Service Provider	Type III Barricade/Traffic Management Company ∨	*
Contact Name	[ ]	*
Phone Number	[ ]	*
Email Address	[ ]	*

                          Cancel   **Add Service Providers**

> Enter Contact Name, Phone Number and Email Address.

> Click 'Add Service Providers' button

Festival and Athletic Event Permits

Event Details

- Safety and Security Plan

Festival and Athletic Event Permits

Describe procedure for preventing over-consumption of alcohol (if applicable):

If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content:

All of the fields in this section are required. If the area doesn't pertain to the application, user can enter N/A in the box.

Provide an Emergency Action Plan that addresses all potential emergencies or hazards specific to your event (including, but not limited to, weather related emergencies and cancellations):

Describe your medical plan including the number of ambulances (ALS/BLS), bike teams and medical staff that will be onsite:

Once you have filled in all of the boxes, you can select the 'Next Step' button

Previous Step | Next Step

If you need assistance, please contact support for the appropriate department.
If your question is about an existing application, please include your application number or the address of your application.

Festival and Athletic Event Permits

Vendor Information

This page will be available during the entire process. Even after a permit has been issued.

Festival and Athletic Event Permits

Add Food Vendors

Vendor Name *

Vendor Name is all that is required.

Account Number

License Number

Click on the 'Add Food Vendors' button to save information.

Cancel   Add Food Vendors

Add Food Truck Vendors

Vendor Name *

Vendor Name is all that is required.

Account Number

License Number

Click on the 'Add Food Truck Vendors' button to save information.

Cancel   Add Food Truck Vendors

Add Food Truck Vendors

Vendor Name *

Vendor Name is all that is required.

Account Number

License Number

Click on the 'Add Food Truck Vendors' button to save information.

Cancel   Add Food Truck Vendors

Festival and Athletic Event Permits

Add Liquor Vendors   ✕

Vendor Name   [   ]   *

Vendor Name is all
that is required.

Account Number   [   ]

License Number   [   ]

Click on the 'Add Liquor
Vendors' button to save
information.

Cancel   **Add Liquor Vendors**

Vendor Information

Food Vendors

Vendor Name	Account Number	License Number

+ Add Food Vendors

Food Truck Vendors

Vendor Name	Account Number	License Number

+ Add Food Truck Vendors

Pop-Up Retail Vendors

Vendor Name	Account Number	License Number

+ Add Pop-Up Retail Vendors

Liquor Vendors

Vendor Name	Account Number	License Number

+ Add Liquor Vendors

Click here to look up your BACP Account Number

Previous Step   Next Step

If you are not ready to add
Vendors yet or you have and are
ready to move forward, click the
'Next Step' button.

Festival and Athletic Event Permits

Documentation

- For Athletic event, you will need to upload a Route Map and a Site Plan. If you answered 'Yes' to the question 'Has this event already been publicized?', you will need to upload Miscellaneous documents such as flyers, mailings or emails

- Select the file type and the file you are uploading

Festival and Athletic Event Permits

- Select your file to upload
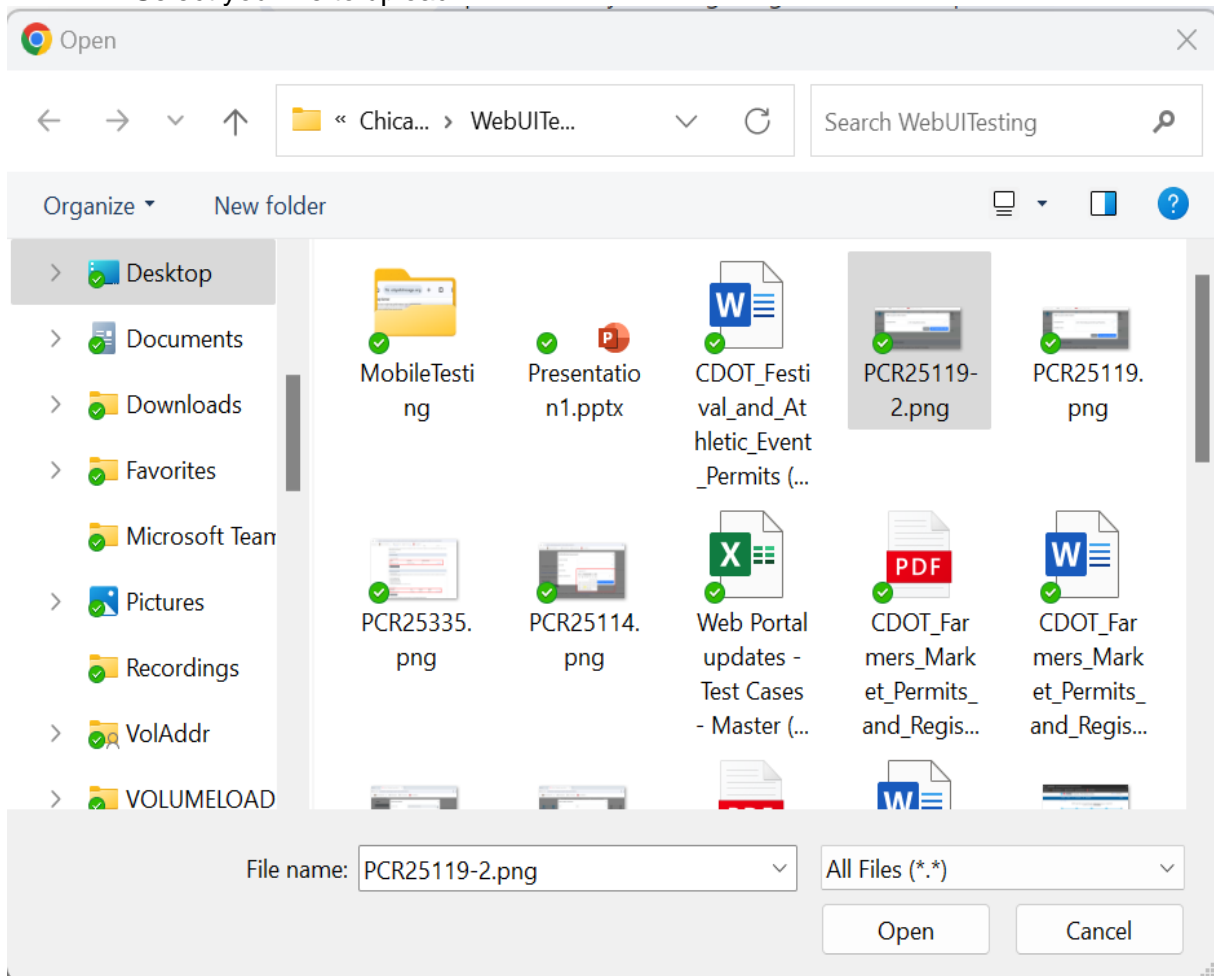
- Select the option for your file
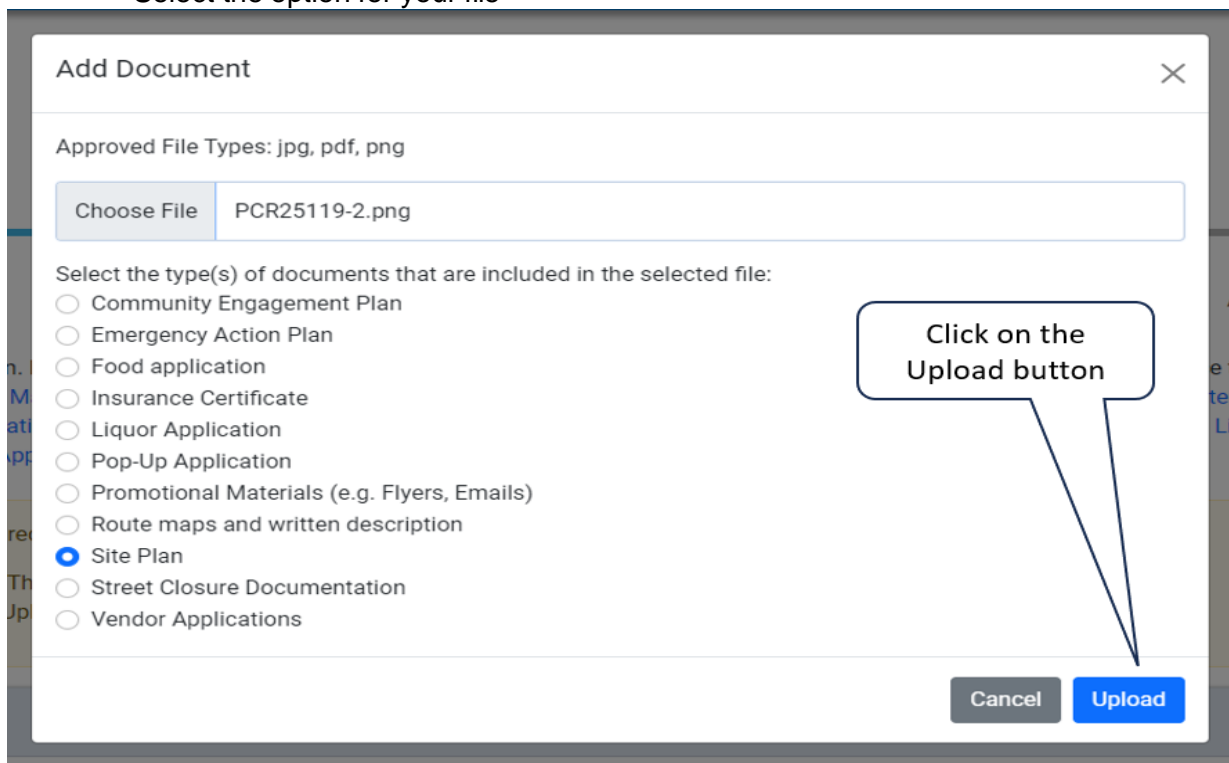
Festival and Athletic Event Permits

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Event Description — Applicants — Main Point of Contact — Event Scope — Event Details — Vendor Information — **Documentation** — Legal Agreement — Status

Upload any relevant documentation. Note that a Street Closure Service Requests document is required if you will be closing the street. Please reference the following templates - Written Course Description, Waste Management Plan, Street Closure Service Requests, Site Layout, Special Event Food Sampling Application, Certificate of Insurance (COI) Dram Shop SAMPLE, Food Single Event Application, Food Truck Single Event Application, STATE Special Event Liqour Application (For Profit), STATE Special Event Liqour Application (Not for Profit), CITY Special Event Liquor Application, Pop-Up Retail User Application, Security Safety Plan and Emergency Action Plan.

Documents

Document	Categories		
PCR25119-2.png	• Site Plan		Edit | Remove
PCR25335.png	• Street Closure Documentation		Edit | Remove

+ Add Document

Once documents have been uploaded, click the 'Next Step' button

Previous Step   Next Step

Festival and Athletic Event Permits

Legal Agreements

- You will need to read and agree to the Legal Agreements before moving on in the application process

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Event Description | Applicants | Main Point of Contact | Event Scope | Event Details | Vendor Information | Documentation | **Legal Agreement** | Status

In order to finish your application, you must agree to the terms and conditions below.

*Required Information

Legal Agreement

In order to finish your application, you must agree to the terms and conditions below.

1. Applicant represents and warrants that it is the "sponsor of the event" within the meaning of Section 10-8-335 (a)(3) of the Municipal Code. This Section defines "sponsor of the event" to mean "the entity who is conducting the special event or in whose name or for whose support the proposed special event will be presented."
2. As required by Section 10-8-335(n) of the Municipal Code as a condition of issuance of this permit, applicant agrees (on behalf of organizer itself and its agents, employees, affiliates, contractors, subcontractors, consultants, and vendors) to indemnify, defend and hold the City of Chicago and its assignees and employees harmless from all losses, damages, injuries, claims, demands and expenses arising out of the operation of the special event or the condition, maintenance and use of public property.
3. Applicant agrees to comply with all terms, conditions and requirements for holding a special event as set forth in Section 10-8-335 (a)(3) of the Municipal Code.
4. An authorized representative of Applicant has personally examined and are is familiar with all the information submitted in response to the questions contained in this notice application, and any attachments hereto, and certifies that all information submitted is true, correct, and complete.; and
5. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

Read the Certification area

E-Signature

Sign in the canvas below and save your signature as an image!

Chicago

Sign in here and save your signature

Select the "I Agree" button

Previous Step | I Agree | Clear

Festival and Athletic Event Permits

Application Status

- Application Fee

- You will need to pay all fees associated with your application for the DCASE department to review it. You can find the steps to pay your fees under the Documentation page from the home page.

Festival and Athletic Event Permits

- Review Status

- The first review is the intake review. The DCASE team looks at your application and approves or denies

Festival and Athletic Event Permits

- Once the Intake Review has been approved, the rest of the reviews will be added for the departments that need to approve your application.

Review History			
Review	**Date Resulted**	**Status**	**Notes**
Health Department Review		Pending	
Special Events OEMC Review		Pending	
Special Events Police Review		Pending	
Streets and sanitation Review		Pending	
BACP Review		Pending	
Park District Review		Pending	
City Of Chicago Department Of Transportation		Pending	
DCASE SE Permit Review		Pending	
Department Of Building Review		Pending	
Special Events Fire Review		Pending	
Special Events Alderman Acknowledgement		Pending	
DCASE SE Intake Review	2/27/2024	Approved	

Festival and Athletic Event Permits

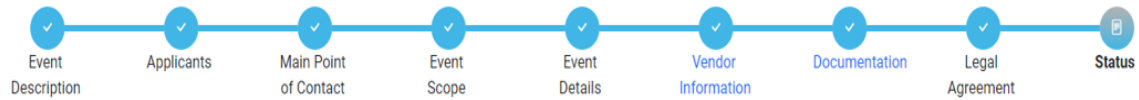- Once all reviews are resulted, the page will look like this -

Review History

Review	Date Resulted	Status	Notes
Health Department Review	2/27/2024	Approved	
Special Events OEMC Review	2/27/2024	Approved	
Special Events Police Review	2/27/2024	Approved	
Streets and sanitation Review	2/27/2024	Approved	
BACP Review	2/27/2024	Approved	
Park District Review	2/27/2024	Conditionally Approved	
City Of Chicago Department Of Transportation	2/27/2024	Approved	
DCASE SE Permit Review	2/27/2024	Approved	
Department Of Building Review	2/27/2024	Approved	
Special Events Fire Review	2/27/2024	Approved	
Special Events Alderman Acknowledgement	2/27/2024	Acknowledged	
DCASE SE Intake Review	2/27/2024	Approved	

Festival and Athletic Event Permits

- Fee Payment Status – Once reviews are all resulted, the CDOT fees will be added. These fees will need to be paid in order for the permits to be issued.

Festival and Athletic Event Permits

- **Final Checks** – Before your permit can be issued, you will need to upload your Insurance Certificate. (follow the steps for the documentation page from above)

DCASE Festival and Athletic Event Permits - Festival
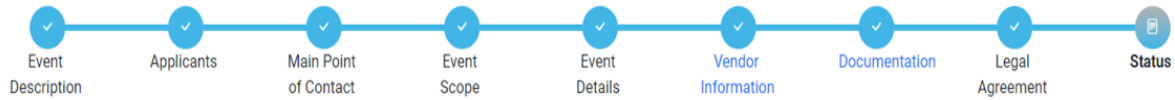(Application Number - 1900810)

Festival and Athletic Event Permits

Permit issued

- At this point, you will have your permits. You can select the 'Print' button and it will bring up your permits to print. This will be your permit for your event and your CDOT permit for street closures.

DCASE Festival and Athletic Event Permits - Festival
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Festival and Athletic Event Permits

DCASE Festival and Athletic Event Permits - Festival
(Application Number - 1900810)

Click the 'Print' button next to the document you would like to print. If you are missing a document you expect to see, please contact support.

Required Information

You can print your permits by clicking on the 'Print' button.

Type	Date Added	Actions	
Permit	2/27/2024		Print

You can go back to the Status page by clicking on the 'View Permit Status' button
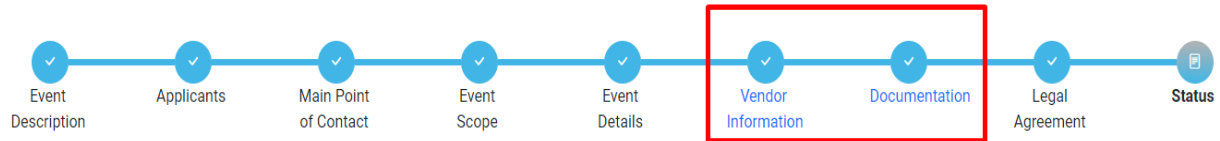
View Permit Status

Festival and Athletic Event Permits

You will still be able to update your application with Vendor information and Documentation even after the permits have been issued. Click on the respective link.